

ANNEX 8

**MODEL COURSE OUTLINES FOR SHIP, COMPANY AND
PORT FACILITY SECURITY OFFICERS**

1. Ship Security Officer

Course Outline and Timetable

Course outline	Approximate time (hours)
Subject area	Lectures, demonstrations and practical work

[to be completed by the course developers]

Course Timetable – example

Day	Period 1 (1.5 hours)	Period 2 (1.5 hours)	Lunch break	Period 3 (1.5 hours)	Period 4 (1.5 hours)

[to be completed by the course developers]

Note

Teaching staff should note that time tables are suggestions only as regards sequence and length of time allocated to each objective. These factors may be adapted by lectures to suit individual groups of trainees depending on their experience and ability and on the equipment and staff available for training.

Detailed Training Syllabus

The detailed teaching syllabus is presented as a series of learning objectives. The objective, therefore, describes what the trainee must do to demonstrate that the specified knowledge or skill has been transferred and competence achieved.

Thus each training objective is supported by a number of related performance elements in which the trainee is expected to be proficient. The teaching syllabus shows the required performance required of the trainee in the tables that follow.

In order to assist the instructor, references are shown against the learning objective to indicate IMO references and publications, textbooks and teaching aids, which the instructor may wish to use when preparing and presenting course material.

The material listed in the course framework has been used to structure the detailed teaching syllabus; in particular,

Teaching aids (indicated by A),
Bibliography (indicated by B),
IMO references (indicated by R)

will provide valuable information to instructors. The abbreviations used are:

App.: appendix
Ex.: exercise
P.: page
Reg.: regulation.

The following is an example of the use of references:

"A1": refers to the Instructor Manual in part 4 of this model course

"RI - Reg. XI-2/1": refers to regulation XI-2/1 of the International Convention for the Safety of Life at Sea, 1974 as amended

Note

Throughout the course, safe working practices are to be clearly defined and emphasized with reference to current international requirements and regulations.

It is expected that the national institution implementing the course will insert references to national requirements and regulations as necessary.

Competences

The competences required by candidates may be expressed as follows:

- 1 Maintain and supervise the implementation of a ship security plan;
- 2 Assess security risk, threat, and vulnerability;
- 3 Undertake regular inspections of the ship to ensure appropriate security measures are implemented and maintained;
- 4 Ensure that security equipment and systems, if any, are properly operated tested and calibrated; and
- 5 Encourage security awareness and vigilance.

Knowledge, understanding and proficiency

(Guidance Note: The knowledge, understanding and proficiency elements set out under each competency are not list in any particular order. The course developers are required to place these in a sequence following the structure of the model course)

Competence 1:

Maintain and supervise the implementation of a ship security plan

Knowledge of measures to prevent weapons, dangerous substances and devices for use against persons, ships or port facilities, from being carried on board the ship

Knowledge for recognition and detection of weapons, dangerous substances and devices

Knowledge of measures for the prevention of unauthorised access to a ship and restricted areas on board

Knowledge of procedures for responding to security threats or breaches of security, including provisions for maintaining critical operations of the ship/port interface

Knowledge of security contingencies and their responses

Knowledge of security measures in port facilities and during ship operations

Knowledge of the security responsibilities of the Ship Security Officer, the master, the shipboard personnel, Company Security Officer and the Port Facility Security Officer

Knowledge of relevant international requirements relating to ship and port facility security

Knowledge of the relevant authorities to be notified in the event of a breach of security

Knowledge of the requirements relating to verification and certification of compliance with the requirements of the ISPS Code

Knowledge of the requirements relating to control and compliance measures stipulated in regulation XI-2/9 of SOLAS 74 as amended

Knowledge of elements that make-up a ship security plan and related measures and procedures

Knowledge of meaning and consequential requirements of the different security levels

Knowledge of procedures for conducting internal audits, inspections, control and monitoring of security activities specified in a ship security plan

Knowledge of various techniques used to conduct physical searches and non-intrusive inspections

Knowledge for implementing and coordinating of searches

Knowledge relating to the maintenance of records concerning training, drills and exercises, security incidents, reports of breaches in security and changes in security level

Knowledge of procedures for initiating, reviewing and completing a Declaration of Security

Competence 2:

Assess security risk, threat and vulnerability

(Guidance Note: This competency relates to the day-to-day operations of a ship and to security awareness and vigilance. The setting of the applicable security level is and remains a matter to be considered and decided by the Contracting Governments concerned.)

Knowledge of methodologies for security risk, threat and vulnerability assessment

Knowledge of techniques used to circumvent security measures

Knowledge of characteristics and behavioural patterns of persons who may be likely to threaten security, on a non-discriminatory basis

Knowledge for handling of sensitive security related information and security related communications

Competence 3:

Undertake regular inspections of the ship to ensure appropriate security measures are implemented and maintained

Knowledge of mechanisms for controlling access to a ship, including pass systems

Knowledge of security aspects relating to the handling of cargo and the delivery of ship's stores and for the co-ordination of these aspects with other personnel and relevant Port Facility Security Officers

Competence 4:

Ensuring that security equipment and systems, if any, are properly operated tested and calibrated

Knowledge of security equipment and systems and their operational limitations

Knowledge of procedures to ensure inspection, testing, calibration and at sea maintenance of security equipment or systems

Competence 5:

Encourage security awareness and vigilance

Training, exercises and drills associated with a ship security plan

Ensuring that shipboard personnel understand their security responsibilities in order to perform assigned duties

Training outcome

[to be completed by the course developers]